

Kindergarten Connections Job Description

Site Director

Lincoln Parks & Recreation is looking for a teacher to lead a kindergarten wrap around program at Pershing Elementary School. Program runs everyday LPS is in session, 10:45 A.M. - 3:15 P.M. Pay range is \$10.00 to \$11.50/hour. Apply at the Playground Office. 1225 F Street, Lincoln, NE 68502. 441-7952.

Position Function:

Ensure the creation and provision of a safe, positive, appropriate learning environment for children. Is responsible for planning and implementing activities, communication with parents, designing room environments and carrying out the goals and objectives of the program.

1. Administration

- a. Follow and support agency's mission and program philosophy
- b. Implement and assist with updating program operational manual
- c. Follow school procedures when utilizing shared spaces or resources.

2. Program Development and implementation

- a. Provide direct services according to and consistent with Lincoln Parks and Recreation mission and strategic plan.
- b. Work directly with school to develop curriculum
- c. Provides direct interaction with children while monitoring the total environment
- d. Develop and implement daily planned activities and routines
- e. Develop and maintain adequate and appropriate learning environment
- f. Provide a model for positive communication with/among children
- g. Provide a model for positive communication with/among parents
- h. Provide a family centered program
- i. Establish and maintain health and safety measures with children and site environment.
- j. Share student social and academic growth routinely with parents.
- k. Possess Valid Drivers license and transport students on field trips in Lincoln Parks and Recreation vehicles.

3. Community relationships

- a. Act as a child/family advocate in the Community
- b. Develop and support relationships with community partners.
- c. Have knowledge and awareness of community needs

4. Agency involvement and professional development

- a. Maintain Lincoln Parks and Recreation requirements for training

5. Team work/Interpersonal Relationships

- a. Work as a team member with fellow staff
- b. Promote teamwork through positive leadership with team members